

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

DATE: February 20, 2015

PRESENT: AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), PM Dane Richardson (DR), Training Officer Evadne Cowell (EC), M&E Officer Jo Anderson-Figueroa (JAF), Accountant Claudene Lofters (CL), MoE Enrichment Specialist, Shauner Murray (SM) (Arrived Late)

DISCUSSION – ISSUES	RESPONSIBLE	DATE
<p>1) Welcome & Call to Order – Claire Spence:</p> <ul style="list-style-type: none">- Meeting was called to Order by CS. A regular meeting time for the third Friday of the Month was established.- Attendees introduced themselves and shared what they do. <p>CS: The AOR is the project link to the USAID/Jamaica mission providing information from the mission to the project team and vice versa. She must have an excellent working knowledge of the project agreement. She supervises and assists the project team. She also makes site visits to schools, preferably with the project team. AOR CS also conducts site visits under other programmes, she notes that schools may overlap.</p> <p>CS is very accessible and can be reached via email at any time. She can also be reached on her cell phone at 342 8767/8846277, if not her desk phone. She prefers to edit project documents virtually as this limits back and forth via email.</p> <p>BFY: The alternate AOR provides support to the AOR. She has oversight for vouchers and accruals. She signs off on items if the AOR is not in office. BFY has many years of experience working in Education, and at USAID.</p> <p>JAF: Does M&E for the project including drafting quarterly reports and the yearly EMPR.</p> <p>EC: Is responsible for providing training and support to the teachers, particularly regarding the technology / ICT aspect of the programme. She works with SM, the MoE Enrichment Specialist on training for teachers.</p> <p>CL: As the Accountant for the Foundation, CL does Financial reporting for the project. She interacts primarily with Flo at USAID.</p>		

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

<p>DR: As Programme Manager (PM) DR, oversees project implementation of the project as per the project agreement.</p> <p>SM: As MoE Enrichment Specialist, she acts as the liaison person for MoE. She a) Looks at how the programme is being carried out with an eye to ensuring that the foundational pillars of the programme are being implemented properly b) Provides pedagogical support to teachers in terms the delivery of the intervention and the use of technology. She reports to Dr. Hill, National Literacy Coordinator, who reports to Dr. McLean, Chief Education Officer, MoE.</p> <p>SM notes that she is currently copied on correspondences. Going forward, she would like to be advised of project activities ahead of them taking place in order to be fully informed on project activities, in keeping with the roles and responsibilities of her position.</p> <p>CS notes she isn't familiar with the TOR for SM, but that she sees this role as key to sustainability of the programme, which will fall to the ministry once the project comes to a close. She does however note that the project agreement, as it is structured, is between Digicel Foundation and USAID, as such MoE is not necessarily involved in the nitty gritty / day to day of the project implementation.</p> <p>Following SM's elaboration of her TOR, CM notes that she thinks SM's TOR is too expansive, as she has responsibilities also in keeping with everyone else's job descriptions.</p> <p>DR notes that for this project, the DF team is on board for implementation and the MoE person is key for liaising with the Ministry and providing key technical advice. However, this position predated the beginning of the project. The Position was conceptualized with an end towards the sustainability of the programme, at the end of ESTP on the MoE's side, and the end of DF's commitment.</p>		
<p>1) Conclusions:</p> <ul style="list-style-type: none">- Monthly Project Meetings will take place on the third Friday of each Month, 8:30am at the Digicel Building, unless otherwise specified.- DR will chair Monthly Project Meetings going forward.- The current work plan, submitted by the project team is sufficient for the work plan that SM is responsible for producing for the MoE.		

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

<ul style="list-style-type: none">- A sustainability plan, which will be worked on in a future meeting, should be further developed to support this.- In order for SM to stay on top of the implementation activities that the DF team is carrying out, she should be copied on correspondence and benefit from a bi-weekly briefing on programme activities. This will allow her to be able to speak knowledgeably on programme activities within the MoE.		
<p>2) Project Performance Review:</p> <p>a) Quarterly Report</p> <ul style="list-style-type: none">- No issues were raised re last quarterly report, which was approved by email.- CS notes that the G2G quarterly report is worked on collaboratively and suggests same be done for our report so as to avoid timely back and forth for feedback and approvals.- DR notes that the project officers do internal monthly reports upon which the quarterly reports are built.- SM notes that the ESTP has a reporting format, she does not feel that it will be a challenge to input the information provided by the DF team into the ESTP format as she is comfortable with same. This will be used as her quarterly report as per her TOR. <p>Conclusions: the Project Team and SM will have one Quarterly Report.</p>		
<p>b) Update on Current Activities</p> <ul style="list-style-type: none">- DF team has completed renovations at 6 schools in cohort 2. Bryce Primary, of Cohort 2, has major infrastructure challenges; as such they will be retrofitted last. The remaining 6 schools of cohort 2, and the 11 schools from cohort 3 should be completed by mid-March.- Delivery of items is ongoing and takes place as renovations are completed. To date, 4 schools in cohort 2 have received their items.- Coming out of the audit, detailed inventory of the 13 established Centres has taken place. For cohort 2, the detailed inventory list is being made as each delivery is made. This will also follow for cohort 3 schools.- In-service teacher training is proposed to take place March 2 – 4 in Mandeville.- Group (MoE) Training for Cohort 3 Schools should tentatively take place in April, 2015.- The first draft of the manual for the Programme is due next week Friday. It will be shared with Dr. Meredith and the ESTP team, SM and the USAID team for their review and feedback.		

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

<ul style="list-style-type: none">- CS queries whether EOs are up to date on what is happening in the schools. SM notes that she has found they are not as involved / aware as they should be.		
<p>c) Plans to the end of the quarter</p> <ul style="list-style-type: none">- SM notes that she has ongoing meetings with principals and Education Officers regarding the programme, and her intentions for teacher training. She is also meeting with Center Managers from all Enrichment Schools to carry out training on timetabling and immersion activities.- CM recommends that DF be present and the meetings / trainings that SM has with Enrichment schools, for transparency, and the preservation of the reputation of DF as an implementer.- To the end of the quarter, the project team will be working on their Annual Report and hosting a team Work Plan meeting around the year 3 work plan.- Deliverables to the end of the quarter include: Fully established ECs in 23 of 24 schools; detailed inventory of items at all established Centres schools; Completion of Federal Financial form and Tax Report; Planning for 2nd Audit and; Year three work plan.		
<p>3) Review of project documents:</p> <p>a) Draft Project Steering Committee ToR</p> <ul style="list-style-type: none">- Has not yet been shared with Mrs. Foster-Allen.- CM notes that Steven Carr may not be available.- SM queries the inclusion of PIOJ on the committee.- CM notes that Steven sits on the G2G committee and is responsible for drafting PIOJ Education document.- DR notes he may be able to mobilize project funds for the programme in the future.- SM suggest including Dr. Khitanya Petgrave on the Committee.- CM notes that she will ask the PS to make a recommendation for a person to chair the committee. This will give her the opportunity to nominate Dr. Petgrave.- CS notes that a DF representative will also sit on the committee.- The team does feel that ECC should be included in the sustainability project steering committee.		
<p>b) Draft Sustainability Plan</p> <ul style="list-style-type: none">- CM is content with draft sustainability plan, if amendments are		

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

<p>needed, this can be addressed at first meeting of the steering committee.</p> <ul style="list-style-type: none">- SM notes a desire to include model lesson plans. She suggests using existing G2G model plans, but to incorporate the use of technology.- CS and DR agree. CS notes that the project schools will get these and other USAID generated items.- In order to incorporate the technology aspect, CM suggests having some teachers currently involved in the programme work on lesson plans with a focus on the incorporation of the technology provided.		
<p>c) Cohort 1 Final EMPR</p> <p>This has been shared with USAID Environment Program Management Specialist, Malden Miller. The team is awaiting feedback.</p>		
<p>d) No Cost Extension and Project Scope</p> <ul style="list-style-type: none">- USAID team is working on documentation around same.- USAID hopes to have feedback by mid- March. If it were to be allotted, the monies would go into the line item for Objective 5.- CS suggests an assistant for the parenting specialist be incorporated into the budget.- Some clarifications were sought around the summer schools. This needs to be discussed further.		
<p>e) M&E Plan and Year 3 Work Plan</p> <ul style="list-style-type: none">- The project team has not yet done a year three work plan as they are hoping to include the extension to the programme, if same is approved. The hope is to do one work plan to the end of the project.- Going forward, the MoE activities will be taken out of the M&E plan entirely and put into the sustainability plan.- BFY suggests having at least a draft work plan, as the modification may not be available before the close of this project year.- CS requests more detail on the work plan in keeping with previously shared G2G work plan as this makes it easier to show why objectives are not achieved in the case that they are not.		
<p>4) Any Other Business</p> <p>a) Audit Issues</p> <p>The external audit of the first year of the project has been completed. DR updated all persons present on the audit issues raised in the original draft response letter as below:</p>		

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

<ul style="list-style-type: none"> - The first audit query, regarding personnel issues was removed entirely as the full documentation was provided by the Digicel Jamaica HR department. - The second audit query, regarding missing geosafari laptops at Davis Primary School, has been resolved. The supplier has provided the laptops, which have been delivered to the school. In order to avoid this going forward, the team is now creating a detailed inventory of items delivered to each school when the delivery is made. - Claire notes that, if any items are stolen, she must be alerted as she must fill out the relevant paper work on Government Funded Equipment (GFE) which will also explain the use of the material, in order to determine whether an investigation is needed. This report must be accompanied by police reports. - The third query, regarding the figure of M\$5.8 which, while refunded, was not covered in the report, remains. Flo and CL believe they have established the cause of the anomaly in the reporting. They are attempting to reconcile this in this report so that at the close of this financial/ project year the anomaly will no longer occur. <p>b) Finances</p> <p>The floor was opened to questions for CL as the project accountant.</p> <p>As CL's direct communication is with Flo, CS had no questions for her. CS relies on Flo's approvals and once same is received, she goes ahead to process any documentation. CS also noted that financial forms submitted are acted on promptly in keeping with the prompt pay act.</p>		
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ACTION ITEMS	RESPONSIBLE	DATE
1) TOR for MoE Enrichment Specialist to be shared with CS	DR	2/27
1) Schedule for site visits and other project activities to be shared with CS	DR	Ongoing basis
1) Bi-weekly updates for SM	DR	2 nd Thursdays of the month
2)a) DF Monthly board reports to be shared with SM	DR	Monthly
2)a) Most Recent Quarterly Report to be shared with SM	DR	2/27
2)b) Attempt to bring EOs more up to speed on the programme and its activities	Project Team	Ongoing

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

	and SM	basis
2)b) Invite EOs to programme / project activities, and provide them with information on what will be covered	Project Team and SM	Ongoing basis
2)c) Share Training Schedule with CS	EC	Ongoing basis
2)c) Share training and meeting schedules with DF team	SM	Ongoing basis
3)a) Fill in line on including ECC in draft sustainability plan	SM	
3)a) Share Draft Project Steering Committee TOR Ministry	CM	
3)a) Set first meeting of Project Steering Committee at a date convenient to Samantha Chantrelle	DR	
3)e) Set a work plan meeting including USAID and DF	DR	Early March

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/2014 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR

Notes | Monthly Meeting

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003 (Enrichment Initiative to Increase Literacy at the Primary School Level)

c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			

Meeting adjourned at 10:40am

Next meeting March 20, 8:30am